To connect to the ADOA SSL VPN take the following steps (**NOTE**: It is assumed that you have prior authorization to access the VPN granted through ADOA ISD Security Services. If not please call 542-HELP (4357).
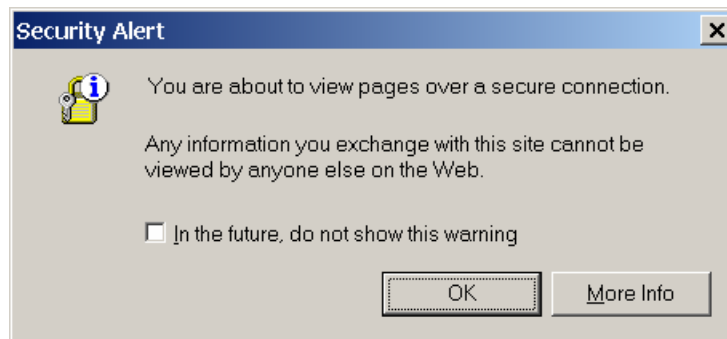
STEP 1: Connect to SSL VPN Server

Using your WEB browser, connect to the ADOA SSL VPN server using the following URL:

http://vpn.state.az.us

The following screens will appear. (The samples are using Internet Explorer)

(Screen 1)

    NOTE: You may want to check the **'do not show'** box to save time in the future.

Answer "Yes" or "OK" to all security alerts screen requests. Depending on network speed this might take some processing time.
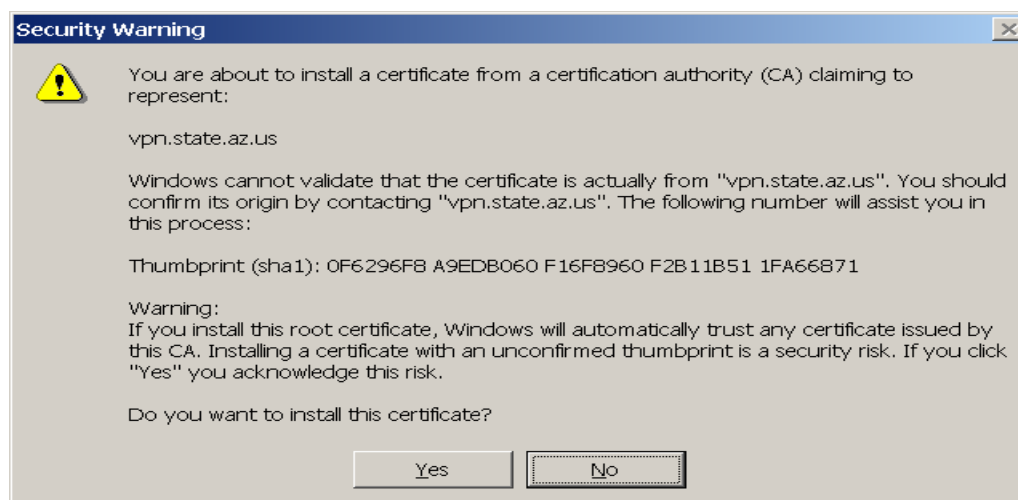
(Screen 2)

When you reach the 'Security Alert' screen **(Screen 2)**, clicking on **[Yes]** will allow you to continue. If you do not wish to see this screen every time you connect, install the certificate on your workstation. To do this, click on **[View Certificate].** Clicking on **[Yes]** will advance you to **Screen 4.** Clicking on **[View Certificate]** will result in the following screen when using Internet Explorer. If using Netscape skip to instructions for **Screen 4.**

(Screen 3)
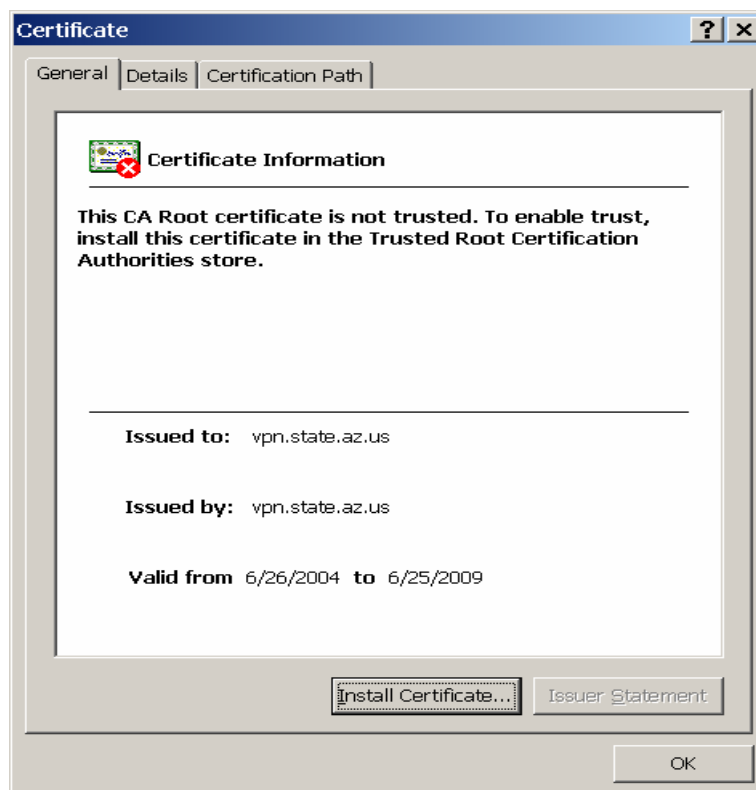
To complete the installation of the 'Certificate', click on **[Install Certificate…].** The install process is automated. On the resulting screens click on **[Next]** and/or **[Finish].** At the end of the process you will receive a 'Security Alert' notice similar to the one shown below.

Click on **[Yes]** to complete the certification process and continue your connection. Continue with **Step 2.**

Netscape users will receive screens resembling the following: (Click **[OK]** for all requests). You may want to check '**Accept this certificate permanently**' to save future processing time when signing on.

(Screen 4)

To complete certification, click on the **[OK]** button on the 'Security Warning' screen which completes the process.
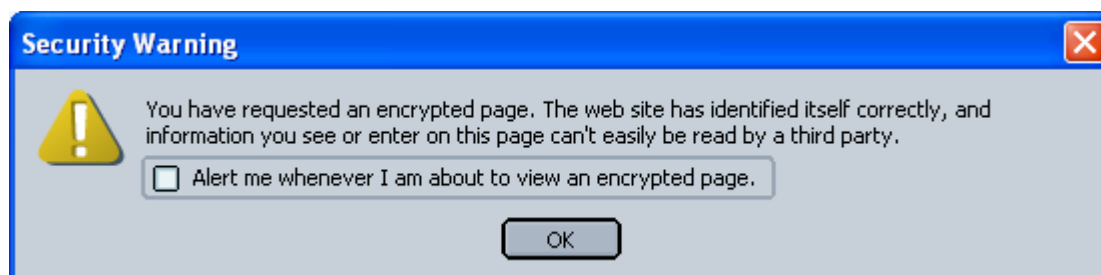
STEP 2: Sign on to Arizona ON Demand
After accessing 'Arizona On Demand', the following sign-on screen will appear.
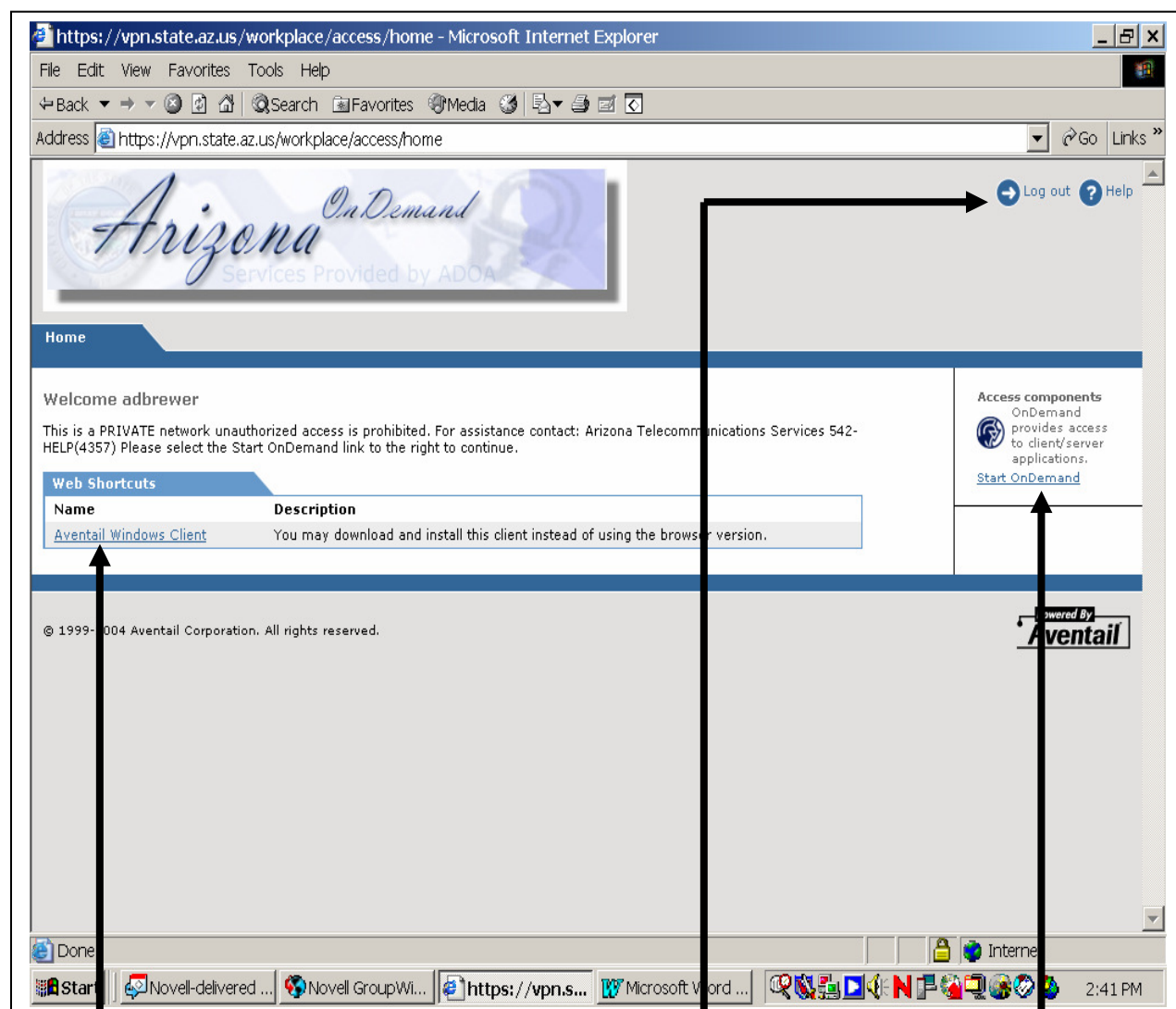

Enter your VPN User Name and password in the appropriate request areas (<u>lower case</u>) and click on **[OK].**

On the resulting screen, you have the option of connecting through 'Arizona On Demand' (using a WEB browser) or the 'Windows Client'.

Screen 4

Install Aventail Windows Client   **Exit**   **Arizona On Demand**

To use the 'Windows Client' click on **Aventail Windows Client**. To use your WEB browser, click on **Start OnDemand**.

NOTE: If you receive an error screen instead of the Arizona On Demand' screen shown above, press the **[Back]** button and enter your ID and password again. If an error still persists, call for HELP at 542-HELP (4357).

If the sign-on is successful, various Security Warning screens will appear. (Sample below). Click on the **[Always]** button to save future processing time, or the **[Yes]** button to continue.
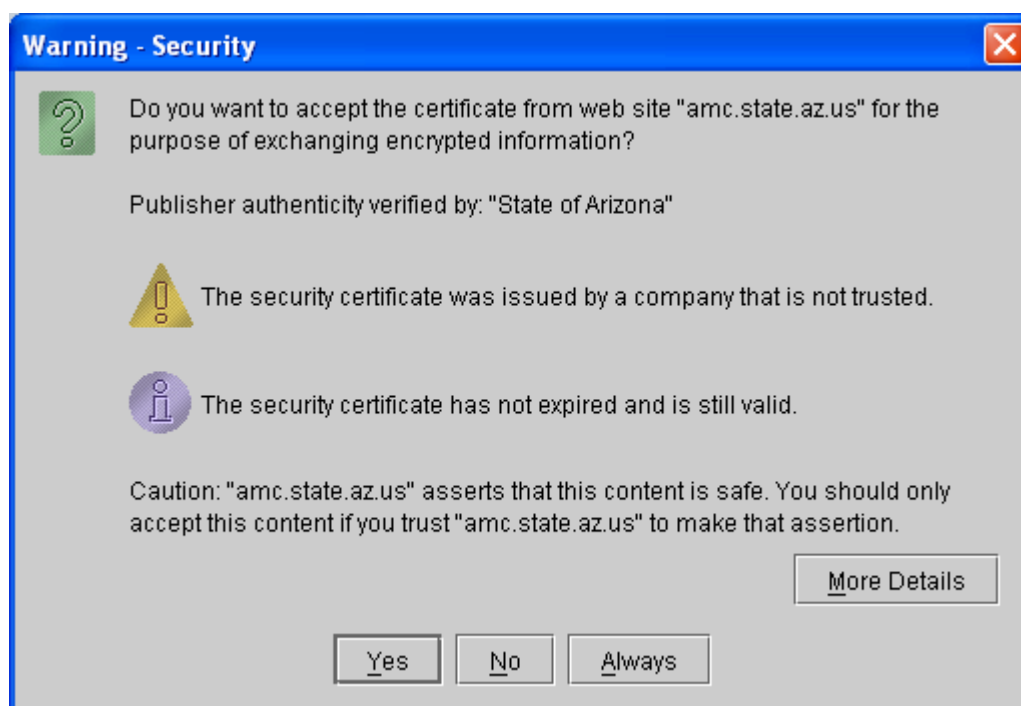
The following 'Loading' window will appear. A pulsating green bar will indicate processing. If, after 20 seconds nothing happens, toggle back to the previous screen, then back to the current one causing a 'refresh'.
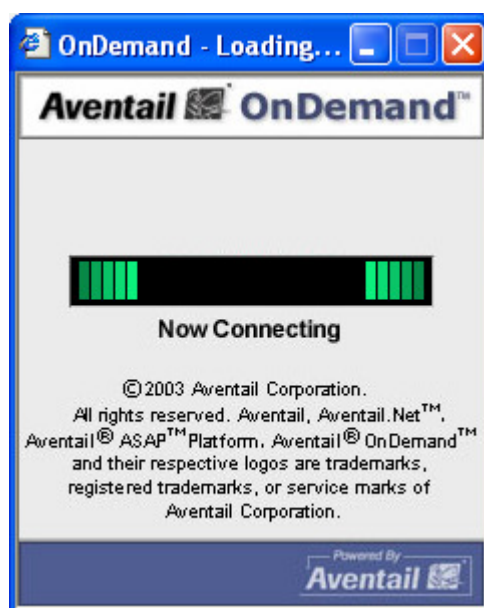
The final screen in this step will appear as displayed below.
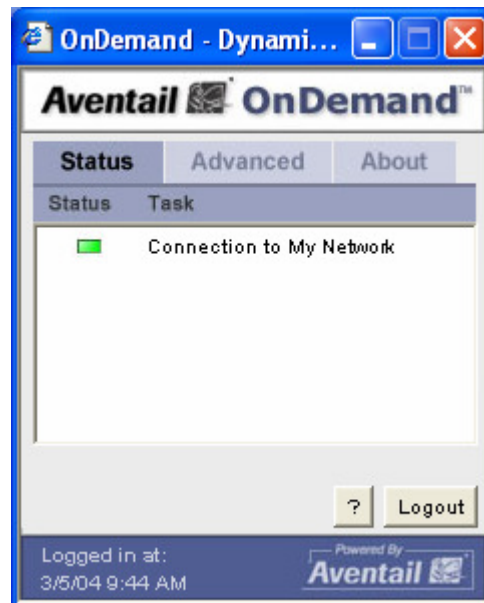
NOTE: Do not cancel or **[X]** out of this screen (cancel the session) until after you have finished all processing using 'Host On-Demand' (Step 3).

STEP 3: Access 'Host On-Demand'

Open a <u>new</u> Internet browser window and connect to the following URL:

http://ipcnt01.ipc.ad.state.az.us/hod/hod.html

You will receive various 'Security Warning' screens as you did in Steps 1 and 2. Click on the **[Always]** or **[Yes]** buttons. There may be delays for processing when moving through these screens.

The 'Host On-Demand' sign-on screen will be displayed. Enter your User ID and Password and press the **[Log On]** button. Continue with normal operating instructions for 'Host On-Demand'.
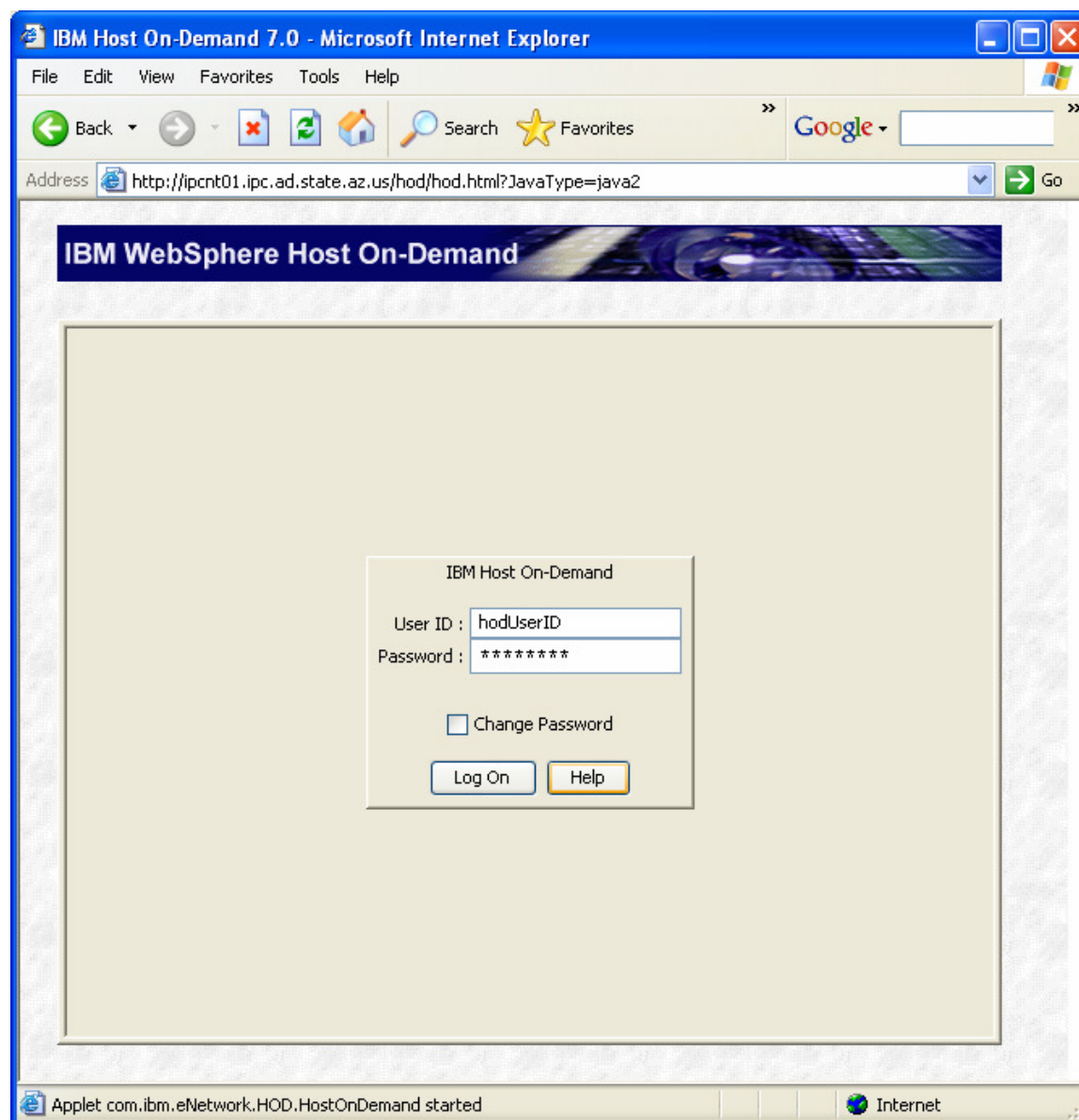
NOTE: For HELP concerning any of these Steps please call 542-HELP (4357).

STEP 4: Logging Off

Logging off is a 3 to 4 step process. First, cancel your Host On Demand browser session (click **[X]).**

Next at the bottom of your screen, click on the **[On…]** (OnDemand - Dynamic Proxy -M.S. Internet Explorer) button.

The Aventail On Demand window will appear. Click on the **[Logout]** button.

The 'Arizona On Demand' screen **(Screen 4)** will appear. Click on the **[Logout]** button (top right, circular arrow).

Another 'Arizona On Demand' screen stating 'Successful Logout' will be displayed. Click on the **[Close]** button. Then the confirmation screen is displayed, click on the **[OK]** button to complete the exit procedure.